

Attention:

It is a violation of Hawaii Revised Statutes 487N to transmit Personal Identifiable Information (PII) that is not encrypted and password protected.

Hawaii Revised Statutes 487N defines PII as an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted:

- (1) Social security number;
- (2) Driver's license number or Hawaii identification card number; or
- (3) Account number, credit or debit card number, access code, or password that would permit access to an individual's financial account.

All emails that contain sensitive information should be sent as a password protected, encrypted attachment, using applications such as Winzip or 7Zip (freeware), and provide the password separately (e.g., by phone, another email, or in person).